

April 3, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

## **RECORDS MANAGMENT AND BOARD REPORTS - STATUS REPORT**

On February 18, 2003, your Board instructed my Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Additionally, on March 4, 2003 your Board instructed my Office to: 1) review and revise the distribution methods of all interdepartmental correspondence; 2) issue instructions and investigate ways to better utilize e-mail and the Internet to distribute County information; and 3) provide recommendations for eliminating any periodic Board reports that may have outlived their usefulness.

In order to address these interrelated orders, my Office will be distributing a countywide departmental survey to determine the following:

- The current state of record keeping in departments;
- The time and resources necessary to fully respond to the Board records/archives instruction (e.g., files, records, archives, artwork, etc. that they manage, including storage media, whether or not the materials are digitized, location, indexing methodology, storage space, and the condition of the materials);
- Current plans and/or policies and procedures for maintaining and preserving departmental records;

Each Supervisor  
April 3, 2003  
Page 2

- Departmental capability to distribute correspondence throughout the County electronically via e-mail or the Internet, or modifications to current systems that would be required to facilitate the distribution of correspondence; and
- Periodic Board reports which departments provide, and justification for their continuation or discontinuation.

My staff had an initial discussion on these issues with the Administrative Deputies Network at their March 26, 2003 meeting. The Network offered to review a draft of the survey and discuss it at their next meeting on April 16, 2003. We also discussed convening a task force of departments to provide assistance and guidance as we proceed with the record/archiving project. Finally, my staff is also in contact with the State Archivist for expert assistance in this effort and has obtained copies of previous County archiving reports and recommendations.

We target circulation of the survey in late April with responses requested by early June 2003. Based on the responses, we will likely be able to provide the Board a final report on the items in the March 4 instruction and an estimate of the time frame for fully responding to the February 18 instruction.

If you have any questions, please feel free to contact me or your staff may contact Dorothea Park of this office at (213) 974-1319 or at [dpark@cao.co.la.ca.us](mailto:dpark@cao.co.la.ca.us).

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MKZ:DSP:os

c: Executive Officer, Board of Supervisors